AO 435 (Rev. 04/18)

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

TRANSCRIPT ORDER

Please Read Instructions:

FOR COURT USE ONLY
DUE DATE:

1. NAME Catherine Sadler	2. PHONE NUMBER	3. DATE

4. DELIVERY ADDRESS OR EMAIL	5. CITY	6. STATE	7. ZIP CODE

8. CASE NUMBER	9. JUDGE	DATES OF PROCEEDINGS	
		10. FROM	11. TO

12. CASE NAME	LOCATION OF PROCEEDINGS	
	13. CITY	14. STATE

15. ORDER FOR

☐ APPEAL	☐ CRIMINAL	☐ CRIMINAL JUSTICE ACT	☐ BANKRUPTCY
☐ NON-APPEAL	☐ CIVIL	☐ IN FORMA PAUPERIS	☐ OTHER

16. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested)

PORTIONS	DATE(S)	PORTION(S)	DATE(S)
☐ VOIR DIRE		☐ TESTIMONY (Specify Witness)	
☐ OPENING STATEMENT (Plaintiff)			
☐ OPENING STATEMENT (Defendant)			
☐ CLOSING ARGUMENT (Plaintiff)		☐ PRE-TRIAL PROCEEDING (Spcy)	
☐ CLOSING ARGUMENT (Defendant)			
☐ OPINION OF COURT			
☐ JURY INSTRUCTIONS		☐ OTHER (Specify)	
☐ SENTENCING			
☐ BAIL HEARING			

17. ORDER

CATEGORY	ORIGINAL (Includes Certified Copy to Clerk for Records of the Court)	FIRST COPY	ADDITIONAL COPIES	NO. OF PAGES ESTIMATE	COSTS
ORDINARY	☐	☐	NO. OF COPIES		
14-Day	☐	☐	NO. OF COPIES		
EXPEDITED	☒	☐	NO. OF COPIES	60	363.00
3-Day	☒	☐	NO. OF COPIES	13	70.85
DAILY	☒	☐	NO. OF COPIES	1,189	4,316.07
HOURLY	☒	☐	NO. OF COPIES	21	88.83
REALTIME	☒	☒		718	2,154.00

CERTIFICATION (18. & 19.) By signing below, I certify that I will pay all charges (deposit plus additional).	ESTIMATE TOTAL	6,992.75

18. SIGNATURE	PROCESSED BY

19. DATE	PHONE NUMBER

TRANSCRIPT TO BE PREPARED BY Cindy Knecht PO Box 326 Wheeling, WV 26003	COURT ADDRESS

	DATE	BY		
ORDER RECEIVED				
DEPOSIT PAID			DEPOSIT PAID	15,000.00
TRANSCRIPT ORDERED			TOTAL CHARGES	6,992.75
TRANSCRIPT RECEIVED			LESS DEPOSIT	-8,007.25
ORDERING PARTY NOTIFIED TO PICK UP TRANSCRIPT			TOTAL REFUNDED	8,007.25
PARTY RECEIVED TRANSCRIPT			TOTAL DUE	

DISTRIBUTION: COURT COPY   TRANSCRIPTION COPY   ORDER RECEIPT   ORDER COPY